



DEPARTMENT OF PERSONNEL

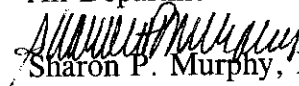
209 E. Musser Street
Carson City, Nevada 89710
(702) 687-4050

MEMO PERD #14/97

March 31, 1997

MEMORANDUM

TO: All Department Heads

FROM:  Sharon P. Murphy, Director
Department of Personnel

SUBJECT: DEPARTMENT OF PERSONNEL'S 1996 LEGISLATIVE AUDIT

As a result of a 1996 Legislative Counsel Bureau audit, the Department of Personnel is currently implementing important policy changes which may have a significant impact on the agencies we serve. The audit report focused on recommendations intended to ensure the State's financial management positions, responsible for billions of dollars received in taxes, fees and federal grants, are filled with highly qualified employees. This includes the State's Administrative Services Officers, Budget Analysts, Management Analysts, Accountants and Accountant Technicians.

The audit report emphasized the need for competition during recruitment for financial managers as a critical factor in ensuring the State hires the most qualified individuals available. The report concluded that promotional recruitments may result in little or no competition and may provide no assurance agencies are getting the best qualified financial managers available. In contrast, open competitive recruitments are more likely to attract larger numbers of qualified applicants. Thus, when recruiting for financial managers, agencies are encouraged to seek applicants through open competition, with the goal of attaining a list of five or more qualified candidates from which to select. In follow up to this recommendation, the Legislative Auditor has requested the Department of Personnel prepare a periodic report relative to the activity in this area.

In conjunction with the recruitment process, the audit report also stressed the need for definitive minimum qualifications and written competency examinations to ensure applicants for financial management positions possess the necessary conceptual knowledge and technical skills. In

MEMO PERD # 14/97
March 31, 1997

response, the Department of Personnel is conducting an in-depth job analysis of these classes. We will use this information to update class specifications and develop validated selection procedures for financial management classes. We will also be sending advisory memorandums to agencies with delegation agreements emphasizing the importance of job-related education as well as training and requiring their inclusion in the development of training and experience examinations.

As a result of the audit recommendations, the Department of Personnel is also proposing two notable regulations changes for approval by the Personnel Commission. One will eliminate non-competitive transfer, at grade 30 and above, to a position which is higher in grade than the position the employee currently occupies. The other will require an employee affected by individual request for reclassification or reallocation from one occupational group to another to meet the minimum qualifications of the proposed class. The Personnel Commission is scheduled to hear these proposals on April 25, 1997. You should be receiving a draft of these proposed regulations for review prior to this date.

Finally, the audit report recommended the State make a greater effort in attracting local business college graduates and establishing an effective student internship program. In response, the Department of Personnel will be conducting open recruitments for Accountant Technician I and Accountant I at UNR and UNLV every spring and fall. Examinations will be administered on campus for student applicants and letters will be sent to upcoming graduates in fields related to financial management inviting them to participate.

In addition, we are working with the University System to establish a pool of student interns for various professional disciplines and provide credit for time worked in a State environment related to the students' course of study. Initially, these students will be enrolled in an independent study program in conjunction with their course work at the College of Business Administration. If you are interested in participating, please contact Freeman Johnson at 687-3708.

I am sure you are also aware, the State currently budgets for classified Public Service Intern positions. As an enhancement to attracting entry-level University of Nevada graduates to State service, you are encouraged to explore this program as an alternate, cost-effective method of meeting future staffing needs.

In closing, the recommendations in the audit report will not only affect the State's financial managers, but many other employees as well. I would appreciate your disseminating this information to your division chiefs and other staff as you deem appropriate. My staff and I are available to provide any assistance and clarification you may need in implementing these changes. Please feel free to contact our office if you have questions.

SPM:kl